

Library Management Team Meeting

Information and Action Items

Tuesday, January 10, 2023

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Kelli Hansen
Chris Pryor
Shannon Cary

Support: Jacqueline Eiben

Director Updates

- Deb proposed the possibility of expanding LMT membership.
- Search committees and hiring processes may need some alignment. Deb will meet with Crystal Schilling to review.
- MyVita self-evaluation submission communication may need some additional coordination.
 - Deb is considering asking for an extension, if necessary.
 - LMT members thought having a month to write the self-evaluation should be sufficient time.
 - It was determined that the announcement should come from MULAC and the division heads should follow-up with individual schedules.

Action: Deb will follow-up with Steven to determine point-person in MULAC.

All Staff Meeting Agenda

- The All Staff agenda was discussed.
- Changes to the order were made.
- It was suggested that we ask Rhonda and Steven if they would like to do a FOLIO update.

Action: Deb will check-in with Rhonda and Steven.

Printing Services

- Shannon forwarded the email with questions about Printing Services to LMT members.
- Shannon was told that the Joint Office of Communications is looking into the necessity of Printing Services.
 - We know how it impacts students.

- It was suggested that the Undergraduate Poster printing would be greatly affected.
- The Libraries doesn't have an alternative option.
 - We rely heavily on Printing Services and do not have quality in-house printing alternatives.
- Could we function without Printing Services?
 - It will impact the timing we need to obtain materials and therefore affect current workflow.
 - Removing the high quality printing option seems counter to their goal of unified quality prints across campus.
 - It was suggested that departments might be willing to pay more for the convenience of delivery and time saving this operation affords.

Action: Shannon will put together comments to submit regarding the importance of this service.

Student Incident & President Announcement

- It was suggested from Campus Communications that we do not need to address the topic with All Staff since we do not have additional information to add to the conversation.
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New Hires

- Our new staff hires are starting.
 - Donnie Spicer, who is replacing Duane, will work 7a-4p and another driver will work until 5p.
 - Kathy is looking into the workflow of moving contents of room 27 to recording sound to make room for HSL materials as well as workflow processes for UMLD with our new hires.
 - Surplus B may need to be used for shelving storage.
 - We have a pool of candidates for the second Driver position.
 - Gail Biggerstaff is scheduling and communications officer for the Safety Team.
 - Ray Biggerstaff will start next Tuesday as the Training Coordinator for the Safety Team.
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Next Meetings

Jan 12 @ 1:30-3p All Staff

Jan 24 @ 2-3:30p LMT

Feb 7 @ 2-3:30p LMT